



Town of Arlington, Massachusetts
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Affirmative Action Minutes 11/13/2002

Affirmative Action Advisory Committee
Meeting Minutes
Wednesday, November 13, 2002
7:30 p.m.

In Attendance: Barbara Boltz (Chair), Howard Winkler, Adrienne McClure, Jack Jones, Caryn Cove, Elaine Maclachlan

Absent: Augusta Haydock, Christopher Ryan

Acceptance of minutes, June 12, 2002

Jack Jones moved approval. SO VOTED

Current Job Openings

The committee requested a report with a breakdown by department of minorities.

The Committee reviewed recent hires, noting any minority action.

Barbara Boltz raised concern about the fiscal condition of the town and how it will limit future hires.

The committee requested that Caryn Cove follow up with the Library Director on a minority applicant for a part time position at the library.

School renovation project

The committee requested that Caryn Cove work on the format of the payroll spreadsheets so that it would be easier to read and examine.

Howard Winkler noted the complete lack of female participation in the Peirce School project.

The Committee discussed the possibility of attending a future Permanent Town Building Committee meeting to discuss minority and female hiring.

Current Bid Projects

The committee requested that Kevin O'Brien, Assistant Director of Planning and Community Development be invited to an upcoming meeting to discuss minority hires on the Reed's Brook Project.

School Diversity Task Group

Barbara Boltz informed the committee that they had recently had a very productive meeting with Gus Martinson, School Personnel Director. Mr. Martinson gave a lengthy presentation on minority hiring at a school committee meeting. He has also has put together a database with a hiring protocol for teachers.

Diversity Training for Town Employees

Caryn Cove indicated that it was her intention to arrange some training for Department Heads in February and that she had requested money in her 2004 budget for training of town employees.

Town wide Diversity Collaborative

Barbara Boltz announced with regret that she had resigned from the group and that the Affirmative Action Advisory Committee, since there are no other volunteers, would no longer be represented.

Continuing Business

The Committee discussed the possibility of changing its advertising strategy because of the lack of response from *EI Mundo* and the *Baystate Banner*. The committee would like the town to develop a strategy for monitoring how candidates find out about jobs in the town.

The Committee discussed the need to get more people interested in serving on the committee.

Caryn Cove indicated that she would get a proclamation in honor of Dr. Franz Brown's years of service to the committee.

The Committee agreed that their holiday party would be December 5th at 6:30 p.m. and they would have their next regularly scheduled meeting on Wednesday, December 11th at 7:30 p.m.

Elaine MacLachlan moved to adjourn the meeting at 9:15 p.m. SO VOTED

A true record. Attest:

Caryn E. Cove
Affirmative Action Officer